



Code: 1729

Family: Planning and Urban Development
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Statistical

CLASS TITLE: DEMOGRAPHIC SPECIALIST

CHARACTERISTICS OF THE CLASS

Under general supervision, conducts research and analyzes demographic data to support proposed economic development, housing and redevelopment plans, and performs related duties as required

ESSENTIAL DUTIES

- Uses a variety of advanced mathematical and statistical techniques, including econometric modeling and regression analysis to analyze demographic data
- Compiles and forecasts social, economic, land use and related information and presents findings to department management for review
- Assesses and analyzes United States Census data to verify the accuracy of applicable decennial information
- Creates and tests code and develops queries in order to extract requested data from city and external databases
- Applies and tests statistical formulae of collected data to ensure accuracy of reported information
- Coordinates and participates in research activities with city departments and governmental and planning agencies by sharing collected economic, demographic and labor force data
- Assists in the development and implementation of data sharing policies and procedures
- Summarizes findings and prepares narratives to explain results of data collection and analysis
- Prepares tables, charts and graphs to support research recommendations

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Master's degree in Sociology, Demography, Statistics or a directly related field, plus three years of applied demographic work experience using econometric modeling or statistical techniques, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *applicable mathematical and statistical principles and applications
- *research methods, analysis and techniques
- *database management and applicable computer software programs and applications

Moderate knowledge of:

- *programming logic, data manipulation and integrated environments
- *data analysis and report writing
- *applicable computer software packages

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS – Use mathematics to solve problems
- *PROGRAMMING – Write computer programs for various purposes

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON MATHEMATICALLY – Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems
 - INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2014